

CANDIDATE BRIEF

TREASURER



WELCOME FROM OUR CHAIR

Thank you for considering becoming the Honorary Treasurer at The Ramblers.

The Ramblers helps everyone, everywhere, enjoy walking and protects the places we all love to walk. We are the only charity dedicated to looking after paths and green spaces, leading walks, opening up new places to explore, and encouraging everyone to get outside and discover how walking boosts your health and happiness. We aim to speak for all walkers.

The Ramblers is looking to recruit a successor to our current Honorary Treasurer whose tenure expires in April 2024. The successful candidate will initially become an Independent Member of the Finance Risk and Audit Committee, before being appointed as Honorary Treasurer following our General Council AGM meeting in April 2024.

This is an exciting time to join the Ramblers in a governance role; over the past two years the charity has undergone a period of rapid transformation as we react to changes in our external and internal environments. In July 2022 we appointed a new chief executive, Ross Maloney, and since then the trustees and executive leadership team have been leading a review of our strategy to meet the challenges ahead.

The role of Honorary Treasurer carries significant responsibility and commitment but is immensely rewarding as you will be contributing to ensuring the long-term stability and success of the Ramblers and delivering our vision of a country where everyone enjoys the outdoors and benefits from the experience.

You will bring experience in financial management and oversight at a senior and strategic level, with the ability to clearly communicate and explain financial information to non-finance people.

Initially, as a new Independent Member of the Finance Risk and Audit Committee, you'll receive onboarding support through induction meetings and external training as required, and as Honorary Treasurer you'll also be offered peer-to-peer mentoring to help you in your role.

The Ramblers is committed to developing and maintaining its board of trustees and committee membership to be truly representative of its GB-wide reach. We welcome applications from any eligible person regardless of age, disability, ethnicity, heritage, gender, sexuality or socio-economic background. We committed to ensuring our board committees include the depth and breadth of professional skills and personal lived experience required to make sound decisions on the charity's strategic direction and provide effective scrutiny of the delivery of our charitable objects.

If you have the skills and experience, we are looking for and are passionate about our aim and ambitions, we very much look forward to hearing from you.

Best wishes,



Rebecca Dawson
Chair, Ramblers board of trustees

ABOUT US

The Ramblers opens the way for everyone to enjoy the simple pleasures of walking. And we step up to protect the places we all love to wander.

As the Honorary Treasurer you will be part of a talented, dedicated group of people with a passion for walking and the outdoors. Every one of us has the commitment and resilience to bring ambitious plans to life and a huge appreciation for the volunteers, members and supporters who help us make it happen.

Since 1935, we've been doing everything we can to make sure everyone everywhere can enjoy nature. Today we're Britain's biggest and most vibrant walking community too. We lead the way, and the walks, for a community of 100,000 walkers.

The Ramblers is a charity dedicated to removing barriers so everyone can enjoy walking in open spaces and to preserving and improving over 180,000 miles of paths, tracks and trails across England, Scotland and Wales. We're committed to campaigning to keep our countryside open to all and to fighting for the things that matter most to walkers.

OUR SUCCESSES

We fought to establish National Parks and National Trails – and we won. And we successfully campaigned for everyone to enjoy Britain's coastline on foot. We've helped open up vast swathes of the British countryside which was out of bounds, and we made sure laws were amended and added to keep it that way.

There's still more to do. So, we continue to secure support from government and help construct national and local policies and programmes to build a future fit for everyone everywhere to walk outdoors. We keep on engaging communities and organisations across England, Scotland, and Wales to help us achieve our ambitions. And we're opening up a world of walking opportunities for even more people. You can read our vision and strategic framework at www.ramblers.org.uk/about-us/how-we-are-run.

THE TEAM

Together, we achieve much more.

While we have a small staff team, we achieve big things with the help of people who believe in our cause, like our members, volunteers, campaigners, funders, and partners. Together, we've already achieved significant success and we have ambitious plans for the future.

The Ramblers has a staff team of around 100 people based at home or who work from our offices in London, Edinburgh and Cardiff.

Volunteers are our driving force. Without their hard work and dedication, we simply wouldn't exist. Some 22,000 people generously give their time come rain or shine, to make a difference to the things that matter most to walkers.

VALUES AND BEHAVIOURS

Our values are the core principles that guide us daily in our work and our membership of the Ramblers. We all share the passion that walking is for everyone and by living our shared values we can ensure the Ramblers is an organisation to be proud of. Our values will earn trust for the Ramblers brand which will allow us to open up a world of walking opportunities for even more people..

INCLUSIVE:

We make everyone feel welcome and part of the Ramblers community. We make sure we all feel respected and accepted and know our contributions make a difference in achieving our mission.

INSPIRING:

We strive to inspire people through the way we act and the things we say. We channel our passion and ambition so others are moved to help us achieve our mission. .

EMPOWERING:

We empower and encourage each other to make a positive contribution to our teams and the Ramblers. We do all we can to make sure everyone has the ability, and feels confident, to take action.

RESPONSIBLE:

We take responsibility for ourselves and those around us seriously, by always acting in a safe and supportive way. We care about the environment and make sure we do what we say we will do.



HOW WE ARE RUN

As a charity, the Ramblers is governed by a board of trustees which comprises up to 15 members. Collectively the trustees are responsible for strategic oversight of the organisation and ensuring that our range of activities support our charitable purposes. In addition to local Groups and regional Areas across Great Britain, under our devolution agreements, substantial authority is devolved to Ramblers Scotland and Ramblers Cymru.

WHO ARE THE CHARITY'S TRUSTEES?

- A chair and an honorary treasurer – elected by General Council
- Nine 'ordinary' members – elected by General Council
- An appointee of Ramblers Cymru
- An appointee of Ramblers Scotland
- Up to two members co-opted by the board itself

The board appoints a vice chair from among the trustees.

THE ROLE OF THE BOARD OF TRUSTEES

The Charities Act 2011 defines charity trustees as those responsible under the charity's governing document for controlling the administration and management of the charity. The board of trustees must always act in the best interests of the Ramblers, exercising the same standard of duty of care that a prudent person would apply if looking after the affairs of someone for whom they have responsibility. The board of trustees must act as a group and not as individuals.

In addition to being a registered charity, the Ramblers is a company limited by guarantee, and our trustees are registered as directors at Companies House.

You can find more information about the board and current trustees at www.ramblers.org.uk/about-us/how-we-are-run/about-the-board-of-trustees

Day-to-day management of the organisation is delegated to a senior leadership team led by the chief executive officer.

Further information about our work, including the strategic framework and business plan, can be found at www.ramblers.org.uk/about-us/how-we-are-run.



ROLE DESCRIPTION

ROLE PURPOSE:

To provide advice, guidance and reassurance on all aspects of the Ramblers' financial management and reporting.

MAIN RESPONSIBILITIES:

- Guiding and advising the board in its role to oversee budgets, internal management accounts and financial statements.
- Leading in the board's duty to ensure that proper accounting records are kept, financial resources are properly controlled, invested and economically spent, in line with good governance, legal and regulatory requirements.
- Leading in the development and implementation of financial reserves, cost-management and investment policies.
- Advising the board on the financial implications of strategic plans and key assumptions, including the annual budget.
- Overseeing the charity's financial risk-management process.
- Reporting formally on the outcome of auditing matters to the board.
- Chairing the finance, risk and audit committee (4 meetings per year).
- Presenting an update on the Ramblers' financial performance at the general council AGM.

The honorary treasurer is also normally appointed as a non-executive director of Ramblers Enterprises Ltd (REL). REL board meetings are usually short and take place before trustee board meetings.

TIME COMMITMENT:

Undertaking the position of honorary treasurer requires a reasonable time commitment. The Honorary Treasurer works closely with, and is supported by, the Director of Finance, with whom there is regular consultation.

As one of the Ramblers' officers, the honorary treasurer, along with the chair and vice-chair, has a pivotal role in providing guidance, advice and direction to the Director of Finance.



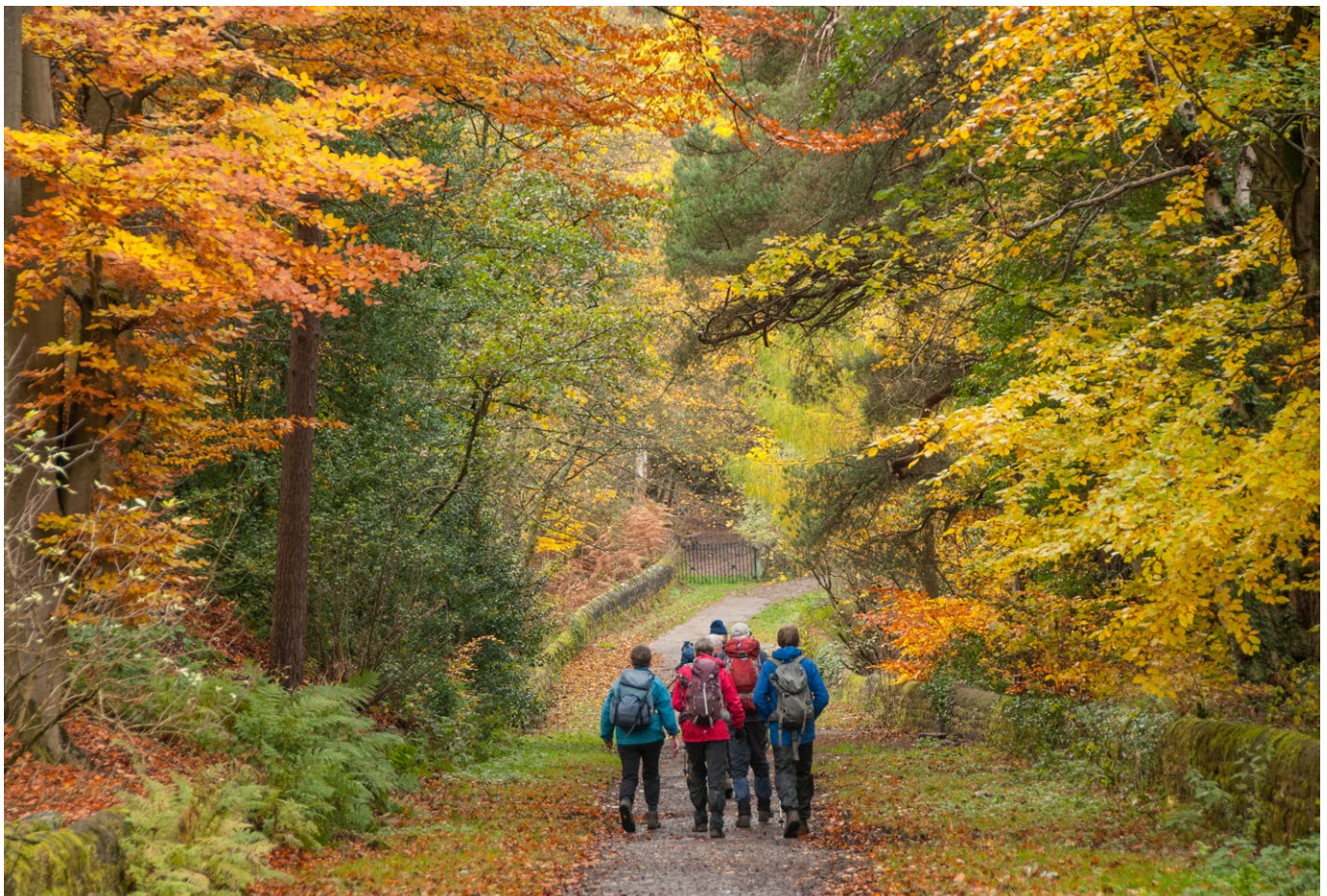
PERSON SPECIFICATION

KNOWLEDGE AND EXPERIENCE

- Strategic vision, independent judgement, and an analytical approach to the role which oversees a registered charity with an annual income of over £9.6 million.
- Experience of commercial and financial management and oversight gained at a senior, strategic level, ideally as a finance professional.
- Experience of serving on the board of a not-for-profit organisation would be beneficial.
- A demonstrated knowledge and experience of finance ideally relevant to voluntary and community organisations, including charities SORP.
- Ability to analyse proposals and examine their financial consequences, and to make unpopular recommendations to the board.
- Proven ability to clearly communicate and explain financial information to non-finance people, including board members and other stakeholders.

STYLES AND BEHAVIOURS

- A strong commitment to the aims, values and code of conduct of the Ramblers; prepared to be an essential voice in the advocacy of its long-term strategy.
- Willing to be available to director of finance, performance and impact for advice and enquiries on an ad hoc basis.
- Personal and professional credibility that will command confidence with the board and stakeholders.
- Integrity and honesty.
- Excellent influencing and negotiation skills.
- Highly effective relationship and alliance building abilities, comfortable in an ambassadorial role.
- Demonstrable commitment to equality and diversity and experience of championing equality and diversity matters.



TERMS OF APPOINTMENT

TENURE

The Treasurer will hold office for a term of three years with the possibility of a further term subject to agreement?

REMUNERATION

The role is unremunerated and offered on a voluntary basis. Reasonable expenses will be reimbursed.e.

LOCATION

Meetings are a combination of in-person and video conference. Physical meetings will be held in London, though attending online is possible.

TIME COMMITMENT

Attendance at the Finance Risk and Audit Committee (FRAC) is mandatory for the Independent Member role and the Honorary Treasurer. This meeting is held four times a year, usually a few weeks in advance of the main board meetings. The Honorary Treasurer acts as chair of FRAC meetings.

The Honorary Treasurer is required to attend the board meetings, held on weekdays from 2pm to 5pm. Twice a year these in-person meetings will have an additional informal social element, including trustees and the executive staff team, which is an opportunity to get to know each other outside the formal board meetings. There is one additional board meeting held by video conference.

Ideally, you should attend some Board meetings before April 2024, in an observer capacity prior to becoming the Honorary Treasurer.

The Honorary Treasurer presents the financial report at the General Council AGM, usually held on a Saturday in April each year. Location varies but has been Birmingham in 2022 and 2023.

Attendance is also required at Officers meetings that occur by zoom, every two months and the Nominations and Governance Committee, which is due to be held four times per year by zoom.

The dates through to April 2024 are:

FRAC (Attendance is mandatory)

- 6th June 2023
- 5th September 2023
- 21st November 2023
- 27th February 2024

Board

- 28 June 2023
- 20 September 2023
- 13 December 2023
- 13 March 2024
- 17 April 2024 (video conference only)

General Council

- 20th April 2024

HOW TO APPLY

We hope you will consider making an application. If you have questions about the appointment and would find it helpful to have an informal conversation, please contact Katy.Giddens@starfishsearch.com and we will be happy to arrange a call. To make an application, please go to <https://starfishsearch.com/jobs/ramblers-treasurer> and click on the apply now button, with the following prepared:

- Your CV (no more than three sides).
- A supporting statement (no more than two sides) that sets out why you think this role is the right move for you and how you meet the knowledge and experience criteria..

We would also be grateful if you would also complete the Equality and Diversity monitoring form on the online application process. This form is for monitoring purposes only and is not treated as part of your application.

Closing date: Friday 2nd June 2023

Preliminary interviews w/c 12th June 2023

Final Panel interviews: w/c 26th June 2023

